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**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

June 21, 2010

Dear Principal or Superintendent:

We are soliciting nominations for outstanding Vermont educators to be recognized as state leaders. Do you know a relatively new educator who is illustrative not only of our state's, but also the nation's best? Whose lessons provide models for others? Who has distinguished him/herself above and beyond established top-quality professionals in many of our schools? Candidates are building level personnel. They are typically classroom teachers, and are recognized by peers and supervisors as unique in their growth. Occasionally a principal or specialist is considered. Previous recognition is not required. **In fact, of special interest are educators who are outstanding, but have not received other recognition.** These educators may be considered for membership on advisory boards and task forces, as well as candidates for special recognition programs. Your recommendations will identify educators who will be of great value to your community and state and who may also ultimately receive prestigious recognition.

Please provide CONFIDENTIAL, succinct, and specific information regarding one to three candidates on the enclosed form. All questions must be answered, preferably typewritten. Please include a one-page narrative with this form that addresses how the candidate meets the criteria mentioned in this letter, and also a resume from their personnel file. **We ask that you keep this recommendation confidential and do not share it with the individual.** I urge you to take the time to recommend candidates. If necessary, please assign the request to an associate. Complete information must be sent by August 1 to:

Jill Remick, Communications Director  
Vermont Department of Education  
120 State Street, Montpelier, VT 05620-2501

Your cooperation and assistance is greatly appreciated.  
Sincerely,

A handwritten signature in black ink, reading "Armando Vilaseca". The signature is fluid and cursive, with the first name "Armando" written in a larger, more prominent script than the last name "Vilaseca".

Armando Vilaseca, Commissioner  
Vermont Department of Education

**TALENT POOL RECOMMENDATION FORM**

We invite you to recommend distinguished classroom teachers and/or principals who have demonstrated all of the following:

- Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school;
- Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession;
- Individuals whose contributions to education are largely unheralded yet worthy of the spotlight;
- Early- to mid-career educators who offer strong long-range potential for professional and policy leadership; and
- Engaging and inspiring presence that motivates and impacts students, colleagues and the community.

Please complete a separate form for each individual including a **one-page letter** explaining how this person meets the criteria outlined in this letter. Please include a **resume** for each recommendation.

Incomplete forms will be eliminated from this process.

**THIS IS A CONFIDENTIAL PROCESS.**  
**INDIVIDUALS SHOULD NOT BE AWARE OF THIS RECOMMENDATION.**

Name of Recommended Educator: \_\_\_\_\_

Classroom Teacher \_\_\_\_\_ Principal \_\_\_\_\_ Other (specify) : \_\_\_\_\_

For teachers, grade(s) **currently** teaching: \_\_\_\_\_ For principals, grade levels in building: \_\_\_\_\_

\_\_\_\_ Reading/English/Language Arts      \_\_\_\_ Science      \_\_\_\_ Mathematics  
\_\_\_\_ Social Studies      \_\_\_\_ Fine Arts  
\_\_\_\_ Foreign Language (please specify): \_\_\_\_\_ Other (please specify): \_\_\_\_\_

Total Years in Education: \_\_\_\_\_ If a principal, number of years as an administrator: \_\_\_\_\_

Will this person be at the same school site next year? \_\_\_\_\_

School District : \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_  
Street City State ZIP

School Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_ School Fax: (\_\_\_\_) \_\_\_\_\_

Educator's Supervisor: \_\_\_\_\_  
Name Title

Supervisor's Phone: (\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_ Supervisor's Fax: (\_\_\_\_) \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

**RATE** educator from 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be detailed and thorough, with examples whenever possible.

1. \_\_\_\_\_ Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.

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2. \_\_\_\_\_ Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, presentations.

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3. \_\_\_\_\_ Strong long-range potential for professional and policy leadership, i.e., predict the educator's potential to remain in education for at least 20-25 more years and demonstrate leadership in the profession.

4. \_\_\_\_\_ Engaging and inspiring presence that motivates and impacts students, colleagues and the community. Do students perform at higher levels due to the educator, pursue certain careers, credit their success to the educator, etc.?

Cite evidence of student achievement gains as a result of the educator's practices:

Cite awards the educator has received:

Other comments:

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Education		
Schools Attended	Degrees	Graduation Years

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Indicate ethnicity of educator being recommended:

<input type="checkbox"/> White	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Asian	<input type="checkbox"/> Native American Indian or Alaska Native
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> Other (please specify): _____	

Please list the names and phone numbers of three references other than you for the educator. We will call and interview them. They should know the educator currently and very well.

_____ Name	_____ Title	(_____)_____ Phone (W)	(_____)_____ Phone (H)	_____ E-mail
_____ Name	_____ Title	(_____)_____ Phone (W)	(_____)_____ Phone (H)	_____ E-mail
_____ Name	_____ Title	(_____)_____ Phone (W)	(_____)_____ Phone (H)	_____ E-mail
<b>YOUR Name</b>	_____ Title	(_____)_____ Phone (W)	(_____)_____ Phone (H)	_____ E-mail

**Return completed letter(s) and form(s) by AUGUST 1, 2010 to:**

Jill Remick, Communications Director  
 Vermont Department of Education  
 120 State Street  
 Montpelier, VT 05620-2501

E-mail: [jill.remick@state.vt.us](mailto:jill.remick@state.vt.us); FAX: (802) 828-3140